



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

Sam Elters
State Engineer

February 7, 2007

INFORMATION BULLETIN NO. 07-01

TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: STATE TRAVEL POLICY AND
CONSULTANT TRAVEL POLICY REVISIONS

Please be advised that the State Travel Policy was revised effective November 15, 2006.

All consultants with contracts through Engineering Consultants Section must adhere to the revised ADOT/State Travel Policy.

Notable changes are as follows:

Mileage rate – increased to .445 cents per mile
Default lodging rate increased to \$60.00 per night in state
Meal allowances are detailed as attached

The full policy can be viewed at <http://www.gao.state.az.us/travel/>


In addition, Consultant employees are required to submit receipts to substantiate meal purchases. ADOT will be billed for actual travel costs not to exceed the meal limit. Unless otherwise directed by ADOT, copies of these meal receipts are required to support billings.

Since these records are subject to audit, consultant firms should keep a copy of lodging and meal receipts to substantiate its claims on file.

If you have questions regarding this bulletin, please call the undersigned at (602) 712-7532.

A handwritten signature in cursive script, reading "Carrie Satterlee", written over a horizontal line.

Carrie Satterlee
Contract Manager

 ARIZONA ACCOUNTING MANUAL	SECTION II-D-6	PAGE 1	DATE 11/15/06
SUBJECT REIMBURSEMENT RATE INDEX			

THE FOLLOWING RATES APPLY TO EMPLOYEES TRAVELING ON OFFICIAL STATE BUSINESS:

1. Personal Vehicle Mileage Reimbursement: **44.5 cents per mile effective 11/15/06**
2. Privately-owned aircraft: 99.5 cents per mile. Requires prior GAO approval. Based on the shortest air routes from origin to destination. Landing and parking fees are allowed except at the location where the aircraft is normally based.
3. In-State Lodging and Meal & Incidental Rates: **Effective 11/15/06**

State	Primary Destination	County	Begin	End	Lodging	M&IE
Arizona		All counties not specified			\$60	\$34
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Oct 1	Oct 31	\$81	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Nov 1	Feb 28	\$65	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Mar 1	Sep 30	\$81	\$39
	Kayenta	Navajo			\$71	\$49
	Phoenix / Scottsdale	Maricopa	Oct 1	Dec 31	\$103	\$54
	Phoenix / Scottsdale	Maricopa	Jan 1	Mar 31	\$141	\$54
	Phoenix / Scottsdale	Maricopa	Apr 1	May 31	\$109	\$54
	Phoenix / Scottsdale	Maricopa	Jun 1	Aug 31	\$74	\$54
	Phoenix / Scottsdale	Maricopa	Sep 1	Sep 30	\$103	\$54
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Oct 1	Feb 28	\$107	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Mar 1	May 31	\$118	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Jun 1	Sep 30	\$107	\$59
	Sierra Vista	Cochise			\$66	\$34
	Tucson	Pima	Oct 1	Dec 31	\$83	\$44
	Tucson	Pima	Jan 1	Mar 31	\$119	\$44
	Tucson	Pima	Apr 1	Sep 30	\$83	\$44
	Yuma	Yuma			\$71	\$34



SUBJECT

REIMBURSEMENT RATE INDEX

5. Meal & Incidental Expense Breakdown for partial day travel:

Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00
Lunch	\$ 10.00	\$ 11.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00
Dinner	\$ 17.00	\$ 20.00	\$ 22.00	\$ 25.00	\$ 27.00	\$ 30.00
	<u>\$ 34.00</u>	<u>\$ 39.00</u>	<u>\$ 44.00</u>	<u>\$ 49.00</u>	<u>\$ 54.00</u>	<u>\$ 59.00</u>

6. Long-Term Subsistence: At least 30 consecutive days in travel status outside a 35 mile radius of residence and post of duty.

Up to the first seven (7) days may be reimbursed at the allowable rates stated above if arrangements for housing cannot be made before travel.

In-State:	Lodging	\$19.00 per night
	Meals & Incidentals	<u>\$20.00</u> per day
	Not to exceed a total of:	<u>\$39.00</u> per day

Out-of-State: Determined on a case-by-case basis. Please submit request to Arizona Department of Administration with sufficient details to determine appropriate rate.

7. Out-of-Country

For the current out-of-country rates you may contact the GAO at (602) 542-1750 or you may access them at http://www.state.gov/rates/by_location_perdiem.asp. It will be necessary to choose your location from a drop-down menu. If using the Internet access method, please print a copy for inclusion with your travel claim to verify the rate utilized.

The breakdown for partial day meals for out-of-country can be done using the following percentages:

Breakfast	20%
Lunch	25%
Dinner	55%